

DELTA PROTECTION COMMISSION

14215 RIVER ROAD

P.O. BOX 530

WALNUT GROVE, CA 95690

Phone (916) 776-2290

FAX (916) 776-2293

E-Mail: dpc@citlink.net Home Page: www.delta.ca.gov

**Agenda Item # 9**
November 5, 1999

To: Delta Protection Commission

From: Mike McGowan, Chair, Strategic Planning Committee
Margit Aramburu, Executive Director

Subject: Delta Protection Commission Strategic Planning Process
(For Commission Information)

Background: Under the previous administration, the Department of Finance directed all State agencies to prepare a strategic plan to be used as a tool for financial planning. Currently, the Department of Finance is awaiting direction from the new administration regarding Agency strategic plans.

The Commission will take this opportunity to undertake discussions and develop a draft strategic plan. This discussion and planning process will help the Commission clarify and refine its mission.

Who: The Entire Commission should participate in developing the strategic plan. The Strategic Planning Committee recommends using a facilitator to run the meeting.

What: The Commission will meet in an informal meeting to discuss the key questions related to strategic planning.

All Delta Protection Commission meetings are open to the public. After the strategic plan is prepared, the public will be invited to comment on the draft strategic plan at a public hearing before the Commission.

Where: Jean Harvie Community Center, 14273 River Road, Walnut Grove.

When: Thursday, February 24, 2000 at 6: 30 p.m. Length of meeting: approximately 3 hours.

Strategic planning helps an agency answer four basic questions:

Where are we now?
Where do we want to be?
How do we get there?
How do we measure our progress?

Planning Process:

The Subcommittee and staff recommend the Commission start with Steps 1 through 4:

Step 1: Conduct an internal/external assessment

Solicit input from the Delta community and local governments on community needs.

Discuss the legislative intent of the Delta Protection Act of 1992

Discuss what the Commission has accomplished to date.

Step 2: Define the agency mission and express the agency's principles.

Step 3: Articulate a vision for the agency.

The Commission could consider different roles from a list of possibilities outlined by the Attorney General's Office in the Background Report entitled "Implementation".

Step 4: Establish agency goals and objectives for the agency as a whole based on consideration of needs of the Delta community and the Commission's staff and budget. Define the steps needed to implement the chosen direction.

Focus on Policy direction: regulatory; advisory; program; information clearinghouse.

Later Steps Could Include:

Step 5: Identify performance measures for the agency goals and objects and set performance targets.

Step 6: Communicate the agency mission, principles, goals and objectives to every level of the agency. Action plans are then developed to implement the agency strategic plan.

Step 7: Define program and subprogram missions and establish program and subprogram goals (based on internal/external assessment, including a consideration of resources needed for achievement) that are consistent with the agency mission, principle, and goals.

Step 8: Develop measurable program and subprogram objectives, build strategies, and identify resources necessary to implement strategies and accomplish objectives. Intermediate performance measures targets should be established for each object that represents incremental improvement.

Step 9: Develop a balanced set of significant performance measures for each program and subprogram goal and objectives and set performance targets.

Step 10: Feedback and roll up begin. Approved elements are incorporated in the appropriate portion of the program strategic plan.

Step 11: Put the agency, program and subprogram strategic plans into action and use a tracking and monitoring system to measure progress.